

Schoolwires Centricity ™ 2.0 Section Editor Help Card

Accessing Section	Section Workspace Layout - Home Tab		
In order to edit your section, you must first be assigned Section Editor privileges. This is done by the Director of your Site, Subsite, or Channel.	Ryan Miller Section Workspace Home Tools Editors & Viewers Statistics How do L?	O schoolwires	
 To open Site Manager and access your Section(s): 1. Sign in to your site. 2. Click the Site Manager button. <i>Site Manager</i> will open in a 	Pages Create, edit and organize your pages. New Page Organize Pages Recycle Bin Show Status Page Action: Welcome to my Classroom	: All Active Inactive	
new window. 3. You may access the Section Workspace for any section you have an editorial privilege from the Content Browser. SITE & CHANNELS Miller, Ryan (John Glenn Middle School / Teachers)	 Edited by Ryan Miler about a minute ago Homework Edited by Ryan Miler about a minute ago Create a new page by clicking on the New Page button then choose from available Page Type Change status of a page (Active/Inactive) by clicking the Green dot in front of the page name Edit an existing page by hovering cursor over page name then choosing an App on page to each Modify page options by clicking the page Options button. Modify the page layout and add Apps by clicking the page Design button. Copy, Move, or Delete a page; control page viewers and see page URL by clicking the page I Organize pages - sort and create hierarchy - by clicking on the Organize Pages button. Restore or permanently delete pages using the Recycle Bin button. 	Ans Design More V Design More V Dess. He. dit. More button.	
Tools	Tab Statistics / How do I? Ta	abs	
 Clicking the Tools tab, gives you access App Manager for Section Apps Section Tools such as Forms & Survers Files & Folders for Section Reports such as E-Alert Subscription 	 Clicking the Statistics tab, gives you the ability to of visits to your section during a date range you sport visits to your section during a date range you sport visits to your section during a date range you sport wisits to your visits to your section during a date range you sport visits to your visits to your section during a date range you sport visits to your or rest of visits to your apps. Clicking the How do I? tab, gives you access to tive Video Tutorials and Additional Resources. 	view the total number ecify. Help Articles, Interac- Statistics How do L?	



Centricity ™ 2.0 Section Editor Help Card

Editors and Viewers Tab

Home	Tools	Editors &	Viewers
Section	Editors 8	Viewers	
Assign (Group	ssign User	ction.

Section Editors are users or groups of users that have the privilege to modify the contents of a Section. To add Section Editors:

- 1. From the **Section Editor** Tab, click **Assign User** or **Assign Group** button.
- 2. Enter all or part of a user or group name in the **Search** box.
- 3. Click Select button to move user to Selected column.
- 4. When done making selections, click the **Add** button.

Viewers are users or groups of users that have the rights to view a Section. By default, all visitors have unrestricted viewing rights. To limit viewing rights:

- 1. From the **Viewers** Tab, click **Assign User** or **Assign Group** button.
- 2. Enter all or part of a user or group name in the **Search** box.
- 3. Click **Select** button to move user to **Selected** column.
- 4. When done making selections, click the **Add** button.

Working with Page Layouts, Columns and Apps

Pages in your Section consist of a Page Layout with Columns and Apps.

Options Design More 🔻

- You can change the Page Layout or add Apps using the *Design* button next to each page.
- Click and drag Apps into desired locations.

Add App Change Layout Organize your apps by dragging and dropping. Double-click the App to change the name.	Add App Change Layout Organize your apps by dragging and dropping. Double-click the App to change the name.
File Library App 🛛 🛞	File Library App
Add App Change Layout Organize your apps by dragging and dropping. Double-click the App to change the name.	Add App Change Layout Organize your apps by dragging and dropping. Double-click the App to change the name.
File Library App	File Library App 🛞 Helpful Links 🛞

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Page Layout A Page Layout contains one or more Columns. Page Layouts include one, two, or three columns as well as left or right sidebar plus content.

Columns

Columns are the areas of a Page Layout where Apps are placed. You can have one or more Apps per Column.

Apps

Apps are the content building blocks of any *Schoolwires®* page. A *Schoolwires®* page may include one or more Apps. You can edit Apps as well as share them with other Users. Apps include (but are not limited to) Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.

- Advanced Settings
 - App Options
 - App Sharing
- Modify App Social SettingsShare your Apps with others.

Advanced Settings found when

editing an App allow you to:

• Rename an App